

# CEA



## CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.**

**DEPARTMENT:** DEPARTMENT OF CORRECTIONS AND REHABILITATION

**POSITION:** SUPERINTENDENT OF EDUCATION  
JUVENILE JUSTICE, CEA LEVEL 3

**POSITION LOCATION:** SACRAMENTO

**FINAL FILING DATE:** SEPTEMBER 23, 2005

**SALARY RANGE:** \$8,030 - \$8,854

### **DUTIES/RESPONSIBILITIES:**

Under administrative direction from the Director, Division of Juvenile Programs the Superintendent of Education administers the Department's education services to youthful offenders; provides statewide leadership in education programs for offenders in the juvenile justice system; participates with legislators and their staff in crafting public policy relating to education for youthful offenders; initiates and participates in efforts to obtain and sustain partnerships of various entities who contribute to the educational delivery system of youthful offenders, including executives and administrators of private foundations, administrators and professors of the state college and university systems, executives, administrators and staff of other state departments and the Legislature, and advocacy groups; directs the development of departmental policies and programs that are the basis for continuous service delivery.

Duties include, but are not limited to:

- Plans and directs the development of policies for providing education services in accordance with contemporary research/literature on educating incarcerated students, statutory and public policy requirements; collaborates with program Directors in the design of policies and service delivery systems which afford students optimum opportunities to further their educational development; and obtains and evaluates policies and systems of other state and federal jurisdictions and directs the incorporation of those which optimize the Department's education

for youthful offenders. Assists legislators, their staff and other policy makers in developing legislation; directs the evaluation design and participates in on-site evaluations of the Department's education programs at high schools, camps and parole offices. Conducts evaluations of conditions of confinement to ensure that education services are delivered in the least restrictive environment.

- Provides administrative direction in the design and implementation of policies related to education delivery systems and instructional activities; provides direction on methods and strategies for educating the disadvantaged learner; provides direction on the methods of evaluating program effectiveness and participates on-site in program evaluations; conducts site evaluations of education programs on living units and classrooms to determine compliance with law, policy and consent decree stipulations.
- Participates with the Chief Deputy Secretary, Juvenile Justice and other members of the Juvenile Justice Division's executive management team in developing policies and solutions for providing education to students in confined settings with a particular emphasis on those in maximum confinement; articulates legal decisions which affect the Division's obligation to provide services and provides direction in the development of policies and directives to implement executive management decisions.
- Consults with, and acts as the Department's liaison to executives/administrators of local jurisdictions, private foundations, college and university deans and professors, the Governor's Office, legislative staff, and advocacy and other special interest groups in developing and implementing services and systems which reflect the intent of the Governor, federal and state legislative bodies, and court decisions.
- Makes decisions on various administrative matters of staff discipline, investigations, lawsuits, mediations, and evaluations conducted by other agencies; directs the development of information to respond to the Governor's Office, Department of Finance, State Department of Education, State Legislature, federal compliance agencies and advocacy groups; participates in meetings with representatives from outside entities to address issues of concern and compliance; conducts evaluations of classrooms, security programs and specialized treatment programs, eliciting student contributions and participation in a variety of programs and services.

#### **MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications:

##### **Either I**

Must be a civil service employee with permanent civil service status.

##### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

##### **Or III**

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

## **DESIRABLE QUALIFICATIONS:**

- Possession of a valid school administration credential and valid teaching credential issued under the authority of the California Commission on Teacher Credentialing.
- Knowledge of principles, practices, methods and procedures of school organization and administration as it relates to the juvenile justice system.
- Administrative experience in a managerial capacity with responsibility for the development, execution, and evaluation of programs, policies, staff development, and team building.
- Experience which demonstrates the ability to communicate effectively, both orally and in writing, with other state, federal and local agencies on matters related to administering an educational program.
- Knowledge of policy development, educational grants, fiscal management, and budgetary processes associated with the administration of a large educational program.
- Experience in personnel management and leadership skills, which demonstrates the ability to motivate staff, and manage large groups; knowledge of the Department's mission, vision, values, and equal employment opportunity program objectives and a manager's role in achieving an equal employment opportunity workplace.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Program Administrator, Correctional Administrator, Parole Agent III, or Parole Administrator II, including the execution and/or evaluation of program policies. Experience which has demonstrated the ability to communicate with Legislators, local government jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

## **KNOWLEDGE AND ABILITIES:**

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

## EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. Candidates' may or may not be scheduled for an interview. Experience indicated may be paid or voluntary, in State service, in a government setting, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. **You must provide specific examples.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. **The Statement of Qualifications should not exceed two pages in length and no less than 12 font.**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

## USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Superintendent of Education, Juvenile Justice, CEA Level 3 vacancy. For further information regarding this position, please contact Xina Bolden at (916) 327-8028.

## FILING INSTRUCTIONS:

A Standard State Application (Form 678), resume and Statement of Qualifications must be submitted and postmarked by September 23, 2005 to Xina Bolden, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after September 23, 2005 will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for the Personnel Examining Section.